

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 4									
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 11/23/2005		4. REQUISITION/PURCHASE REQ. NO.									
5. PROJECT NO. (If applicable)		6. ISSUED BY CODE DTS-853		7. ADMINISTERED BY (If other than Item 6) CODE DTS-853									
U.S. DOT/RITA/Volpe Center Acquisition Management Division 55 Broadway Cambridge MA 02142		U.S. DOT/RITA/Volpe Center 55 Broadway Cambridge MA 02142											
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x) 9A. AMENDMENT OF SOLICITATION NO. DTRT57-06-Q-80009											
		X 9B. DATED (SEE ITEM 11) 11/15/2005											
		10A. MODIFICATION OF CONTRACT/ORDER NO.											
		10B. DATED (SEE ITEM 11)											
CODE		FACILITY CODE											
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS													
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.													
12. ACCOUNTING AND APPROPRIATION DATA (If required)													
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">CHECK ONE</td> <td>A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.</td> </tr> <tr> <td></td> <td>B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).</td> </tr> <tr> <td></td> <td>C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:</td> </tr> <tr> <td></td> <td>D. OTHER (Specify type of modification and authority)</td> </tr> </table>						CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		D. OTHER (Specify type of modification and authority)
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	D. OTHER (Specify type of modification and authority)												
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.													
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) This Request for Quotation (RFQ) is amended to provide the following questions and clarifications: 1) Do we know EDMS and do we currently have the software and other tools to upload the information into it? Answer: Appropriate access and training will be provided by the Government. Approximately one hour of training will be required. 2) Indexed how? (e.g. "appropriately", "correct folder", "properly"). What is the maximum number of characters per field and how many fields? Does the EDMS have the capability of Continued ...													
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.													
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)											
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA									
(Signature of person authorized to sign)				(Signature of Contracting Officer)									
				16C. DATE SIGNED									

CONTINUATION SHEET

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>importing images that have been indexed in another program and retain that index information?</p> <p>Answer: Approximately seven index fields, maximum 50 char per field. Import of images is not supported in this procurement action. Images will need to be uploaded individually (one per book)</p> <p>3) Uploaded to DOT how? Via what methodology? Do they want a backup copy? What do they want us to do with the information in our systems afterward?</p> <p>Answer: Uploaded via EDMS. Contractor will require VPN to access this system. After Quality Assurance is performed on the images uploaded to EDMS, and the contractor is notified that a backup of the system has occurred, no backup copy from the contractor is required. All images should be deleted from the contractor machines following verification.</p> <p>4) Is TIFF G4 indexing requirement full text searchable? This would be done in the EDMS. Can the EDMS do full text searches and OCRing of the image files?</p> <p>Answer: Images must be scanned in TIFF G4 and be full text searchable prior to upload. The search capability is available in EDMS.</p> <p>5) Is this manual scanning (I.E. via book scanners as opposed to a document feeder scanner)?</p> <p>Answer: Yes, books are required to be scanned.</p> <p>6) Will we remove the bindings? Do we know we can replace them adequately or do we need to subcontract that out?</p> <p>Answer: Removal of bindings is no longer a requirement.</p> <p>7) How are we going to prevent damage to the books? Special packing needed?</p> <p>Answer: The contractor will need to ensure the books are not damaged.</p> <p>8) Do the images need to be segregated within the media? If so, how?</p> <p>Continued ...</p>				

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	<p>Answer: Images need to be segregated by chapter within each book.</p> <p>9) Log files - what information is needed?</p> <p>Answer: No log files have been requested.</p> <p>10) Assume 8.5" X 11" - but what are we going to do with the exceptions?</p> <p>Answer: Books are approximately 6.5" x 9"</p> <p>11) Government property - how handle the transfer back and forth? Is the information in our systems from the scanning considered Govt. property too?</p> <p>Answer: Shipping via FedEx or UPS is acceptable. All information is considered Government property.</p> <p>12) What if we have a dispute with their inspection results?</p> <p>Answer: Disputes will be resolved according to DOT Federal Acquisition Regulations.</p> <p>13) Do we have any leeway in the prep of the library bound books as in removing and reattaching the binders?</p> <p>Answer: No, library bound books may not be unbound.</p> <p>14) Do any of the documents have stick on tabs, sticky notes, staples, paper clips or any other items the would require additional prep?</p> <p>Answer: Not to our knowledge.</p> <p>15) Are their any requirements for color VS strictly B&W bitonal images?</p> <p>Answer: Images should be B&W bitonal.</p> <p>16) What is the size range of the documents? What is the average size? What is the maximum size?</p> <p>Answer: See Question 10.</p> <p>Continued ...</p>				

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	<p>17) What condition are the documents in (I.E. tattered, faded, torn or ragged)?</p> <p>Answer: Books are in excellent condition.</p> <p>18) Is their a requirement to scan any book covers?</p> <p>Answer: Yes.</p> <p>19) What is the volume of documents to be scanned?</p> <p>Answer: There are 144 volumes at approximately 900 pages each which need to be scanned and indexed.</p> <p>20) Where do the documents reside? Washington DC or elsewhere?</p> <p>Answer: Washington, DC</p> <p>21) What is the approximate age range of the Volumes?</p> <p>Answer: Less than 20 years old. In excellent condition.</p> <p>22) How are the Volumes to be indexed?</p> <p>Answer: Approximately seven fields per volume.</p> <p>23) Your SOW calls for the images to be "full-text searchable and in TIFF G4 format", do you want the text to be OCR?</p> <p>Answer: Yes</p> <p>All other terms and conditions remain the same.</p>				